### OVERVIEW

The steps below will walk through the process of setting up an Ice Warp email account in MS Outlook. The information needed/good to know in setup for each account includes

- domain name
- email address/username
- account password
- incoming/outgoing mail server: mail.domainname.com
- outgoing smtp port: 587
- incoming imap port: 993
- incoming pop port: 995

## SETUP INSTRUCTIONS

- 1. Open MS Outlook
- 2. File > Account
- 3. Add Account

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Info	Account Information
Open & Export	No account available. Add an email account to enable additional features.
	+ Add Account
	Account Settings
	Account Settings ~
Office Account	Mailbox Settings Manage the size of your mailbox by emptying Deleted Items and archiving.
Feedback	Tools
Options	Slow and Disabled COM Add-ins
	Manage COM add-ins that are affecting your Outlook experience. Manage COM add-ins

4. Choose Advanced Options / Let me set up my account manually

#### 5. Click **Connect**



- Under Advanced Setup, select POP or IMAP (Whichever you prefer) POP will download all email from the server into your Outlook account IMAP will leave email on the server, so it can be accessed by multiple devices \*If helpful, more information about POP and IMAP can be found here: <u>https://www.name.com/support/articles/205935497-Understanding-the-difference-between-POP-and-IMAP</u>
  - These instructions show how to setup using IMAP
- 7. Select IMAP

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	Advanced set	tup				
	Microsoft 365	Outlook.com	<b>E</b> Exchange	Google		
	POP		Exchange 2013 or earlier			
	Go back					

#### 8. In the IMAP Account Settings, enter

Incoming Mail Server: mail.yourdomainname.com Port 993 Encryption Method: SSL/TLS

Outgoing Mail Server: mail.yourdomainname.com Port 587 Encryption Method: Auto

Check Require logon using Secure Password Authentication (SPA) on Incoming and Outgoing mail

Date 🗸		×
	IMAP Account Settings	n
1:36 PM	Incoming mail	
	Server mail.gsws.com Port 993	hile '
	Encryption method SSL/TLS	
	Require logon using Secure Password Authentication (SPA)	
	Outgoing mail	
	Encryption method Auto -	
	Require logon using Secure Password Authentication (SPA)	
	Go back Next	

10. Enter the account Password

# 11. Click Connect

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nere.	IMAP Account Settings	
	sso@gsws.com	(Not you?)
	Password	
	****	0
	Go back	Connect

12. Outlook will tell you it is setting up the account

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De Outlook	
adding sso@gsws.com	
**** We're getting things ready	
	Cutlook .dding sso@gsws.com "* We're getting things ready

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	Account successfully added	
	sso@gsws.com	
	Email address	t
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	Let me set up my account manually	
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14. Click Done, and you can return to the inbox

